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**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

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RAMON T. LIZAMA
Administrator

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An Equal Opportunity Employer

***ANNOUNCEMENT
~CONTINUOUS~***

The **Guam Public School System** wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL examination** for the following class of position to **ESTABLISH A LIST:**

SOCIAL WORKER I (3.073)

SALARY: Pay Grade **K**
Open: Step 1-10, \$24,656.00 - \$36,984.00 Per Annum
Promotional: Step 1-20, \$24,656.00 - \$52,170.00 Per Annum

DUTY: Twelve (12) Months

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is routine professional social work involved in the application of social work principles in various social work settings.

Employees in this class perform routine professional social work duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Conducts initial interviews and assesses appropriateness of referral.

Interviews clients and other appropriate persons to obtain information on social history.

Conducts assessment and develops service plan for the client.

Evaluates present situation of family, children, or adults and makes recommendations regarding alternative placement.

Refers clients to appropriate resources for specialized services; prepares all forms necessary to achieve service plan.

Prepares written summary, or essential reports regarding case progress and maintains records on case activities.

Cooperates with other agencies in making services available to clients.

Attends court hearings in the interest of clients, or as requested.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of individual and group behavior and effective ways of working with people.

Knowledge of the problems of personal or social adjustment.

Ability to develop social work skills.

Ability to learn, interpret and apply laws, regulations, policies and procedures pertaining to social work program.

Ability to interview and prepare plan for clients having physical, mental and social problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare accurate case records and statistical reports.

Skill in the safe operation of a motor vehicle.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card
(not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday except holidays.

APPLICATION SUBMISSION:

Interested applicants must submit a **GPSS “Application for Employment”** form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System’s website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


RAMON T. LIZAMA, Administrator
Personnel Services Division iris